

AUTHORIZATION TO ISSUE A CHANGE NOTICE

DATE: _____ ORDER NO.: _____

FROM: _____ DATE OF ORDER: _____

DOE LOCATION CODE: _____ VENDOR: _____

LIST OF ITEMS OR OTHER INFORMATION ON ORIGINAL PURCHASE ORDER TO BE CHANGED
(COPY EXACTLY AS INFORMATION APPEARS ON ORIGINAL ORDER)

| ITEM NO. | DESCRIPTION | UNIT OF MEASURE | UNITS ORDERED | NET PRICE PER UNIT | AMOUNT |
|-----------------------|----------------|-----------------|---------------|--------------------|--------|
| | | | | | |
| ORIGINAL ORDER | UNITS ORDERED→ | | | AMOUNT→ | |

CHANGE ABOVE TO READ AS FOLLOWS:

| ITEM NO. | DESCRIPTION | UNIT OF MEASURE | UNITS ORDERED | NET PRICE PER UNIT | AMOUNT |
|----------------------|----------------|-----------------|---------------|--------------------|--------|
| | | | | | |
| CHANGED ITEMS | UNITS ORDERED→ | | | AMOUNT→ | |

TOTAL UNIT ON ORIGINAL ORDER _____ TOTAL AMOUNT ON ORIGINAL ORDER _____

NEW TOTAL UNITS _____ NEW TOTAL AMOUNT _____

NET CHANGE IN DOLLAR AMOUNT (IF ANY)

INCREASE DECREASE _____

REMARKS (REASON FOR CHANGE ORDER): _____

SIGNED: _____